Energy Saving Fact Sheet | **Office equipment**

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Stay productive in the office for less

Every office needs a range of equipment in order to function and be productive — and that includes creating a pleasant environment to work. But did you know that you could cut your office energy use by over 70% at little or no cost? This practical guide will give you some tips and tricks to make it possible.

Energy wasting hot spots

Want to know where you can start saving energy? This useful chart gives a good idea of what to look out for around the office. For many more helpful hints, call the Carbon Trust on 0800 085 2005.

fact:

Right now, office equipment accounts for 15% of energy use and is expected to reach 30% by 2020. Using more office equipment doesn't just raise energy consumption; it can make work areas uncomfortably hot — increasing the need for air conditioning. It's a vicious circle.

Energy use of business equipment in the typical office

Fax machines
Photocopiers
Printers
Monitors
PCs
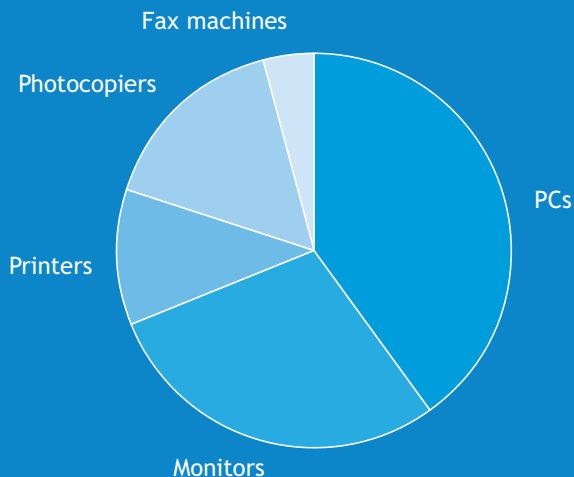
Based on 10 PCs with monitors, plus 1 photocopier, fax machine and 1 laser printer, all with average consumption and no standby enabled.

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PCs and monitors

PCs use almost half the energy of all office equipment — so they are a great place to start:

▶ **Watch monitors.** With older PCs, monitors can account for up to two-thirds of the energy use, so turn them off whenever possible. Disable screen-savers too, as they don't save energy! Consider upgrading to flat-screen monitors. These save desk-space, use less energy and emit less heat for better comfort.

▶ **Power users?** Do you really need the fastest processors, heavyweight software packages and the most powerful sound or graphics cards? Examine business processes to see if they can be scaled down.

▶ **Take it away.** Think about switching to laptops. Prices are falling and laptops use only around 10% of the energy of a standard PC. So they can be very cost-effective, giving greater flexibility and lower energy bills.

Photocopiers and printers

They can gobble up energy. Here are a few ways to take control:

▶ **Give it a rest.** Photocopiers and printers are often used by several people, making it difficult to ensure they are switched off out of hours. Fitting a seven day timer will stop these machines operating when no-one is around.

▶ **Go with the flow.** Put copiers and printers in naturally-ventilated areas with good airflow; this helps avoid air conditioning costs and prevents the build-up of harmful ozone. Where this isn't possible, situate them in colder areas, such as on the north side of the building.

▶ **Painless paper cuts.** Be stingy with paper. Use duplex (double-sided) printing to save paper and re-use old documents for drafts. Printers often allow lower-resolution draft output, too, so that pages can be printed faster with less toner.

Take action!

Start saving energy today

Allocate responsibility to a member of staff or small team who can drive forward energy saving measures:

1. **Switch off.** Encourage staff to turn off equipment that's not required. This is a good opportunity to raise the issue of environmental damage through unnecessary energy use.

2. **Fit plug-in seven day timers** to as much equipment as possible, especially communal equipment such as printers and photocopiers. Not only will this save money; it will also reduce overheating problems. Seven day timers can reduce water cooler and vending machine energy use by up to 70% (but check with supplier first about service agreements).

3. **Monitor out-of-hours use.** Check energy consumption overnight and at weekends to see how much equipment is being left on. An energy checklist, such as the one in our Better Business — guide to energy saving (GPG367) can help you spot other areas for improvement.

4. **Use energy saving standby.** Lots of equipment has this useful feature, and your IT supplier or maintenance contractors can help you enable it.

5. **Increase awareness.** Motivate staff to take simple energy saving measures; we've got plenty of posters and stickers to help.

Call the Carbon Trust for a FREE Energy Awareness Pack.

The Carbon Trust 0800 085 2005   **www.carbontrust.co.uk/energy**

Use power intelligently

It is possible to improve equipment's energy use still further. Here are a couple of pointers:

▶ **Standby to save energy.** Enabling power save options can reduce energy consumption by 95%. Do check, however, that energy saving settings are compatible with your organisation's computer network.

▶ **Get more sleep.** Try to print in batches, rather than one job at a time: this lets equipment spend the maximum time in a 'deep sleep' state, saving money and reducing heat gains. Take care though; machines with a very deep sleep mode can take longer to reach the right temperature which can result in staff disabling the standby feature.

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The Carbon Trust helps businesses and public sector organisations cut their energy costs to combat climate change through the provision of free, professional advice and assistance.

Want to find out more?

There are some useful energy saving guides available at **www.carbontrust.co.uk/energy** or by contacting the Carbon Trust on 0800 085 2005.

GPG367 *Better business — guide to energy saving*

GIL142 *Offices fact sheet*

The Carbon Trust has many more tips for improving the performance of buildings and their facilities, helping you to save energy and money.

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www.carbontrust.co.uk/energy**

GIL127 v2